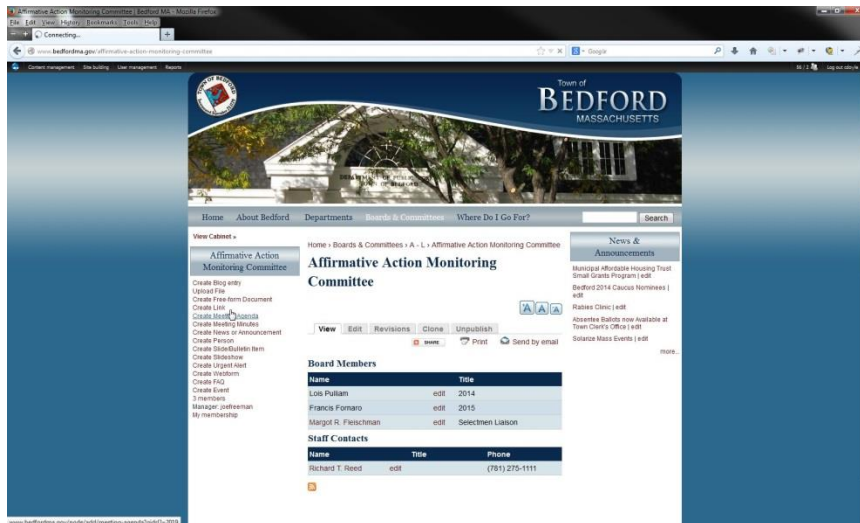BedfordMA.gov
Adding Agendas and Minutes

The procedure
- Post a meeting notice with Doreen no later than 48 business hours before the meeting (holidays and weekends do not count). (e.g., the Selectmen meet on Mondays, so the meeting notice and agenda must be posted by end of day Thursday. If the Selectmen are meeting on a Tuesday because of a Monday holiday the meeting must be posted by Thursday as well).
- Send the Town Clerk the Agenda so that it can be posted within the 48 hour timeframe. Make sure that the Agenda is posted on the web as well either by staff liaison or by the Town Manager's Office or Town Clerk's Office.
  The Agenda & Minutes naming convention is Committee-Meeting and Agenda-Date
  (e.g. Finance Committee-Agenda-01-01-2014)
  Create as a PDF
- After the Town Manager's Office has created the Calendar Event add the Agenda per the directions below
- Send the Town Clerk a Record Copy of the Minutes from meetings for Records Management purposes. This must be a hard copy that is printed on archival paper and signed by recording secretary with the date that they were approved. They can be submitted on a yearly basis to the Archivist
- The **APPROVED** minutes must be uploaded to the website in a timely fashion.

Website process
- Login to the BedfordMA.gov website
- Navigate to the pertinent Board or Committee
- Choose Create Meeting Agenda or Create Meeting Minutes
- For Agenda or Minutes enter the following fields:
  - Title: Agenda (or Minutes)
  - Date: the date and time of the meeting
  - Check the Launch uploaded file without description page checkbox
  - Select the Related Event (meeting) by typing a few characters of the committee\board name and choosing the one with the correct date from the drop down list. (Linking minutes to past meetings is optional)
  - Upload: the Agenda PDF
  - In the E-Subscriber Notification section, check the Send E-Subscriber notification for this update
  - In the Scheduling options section, enter the Unpublish on date
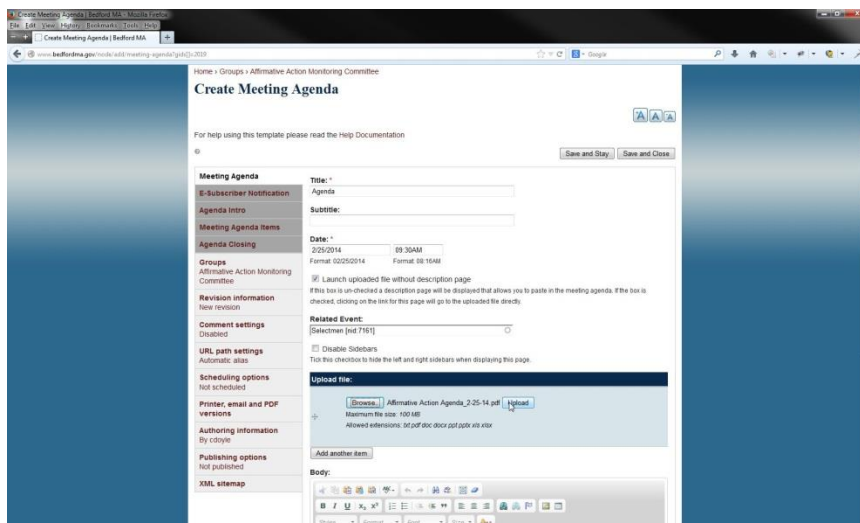   (The unpublish date is 6 months for Agendas and 2 years for Minutes)

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- In the E-Subscriber Notification section, check the Send E-Subscriber notification for this update

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  (The unpublish date is 6 months for Agendas and 2 years for Minutes)